

## Using the Review Tests and the Review Sample windows

The Review Tests and the Review Sample windows can be filtered to show only specific samples. In order to see only your tests in the Contractors lab you will need to create a filter. Below are the steps:

1. Log in to LIMS
2. Open the Review Tests window.
3. Select the "Select a Lab Unit" button
4. Select TDOT Contractor or Field Lab.
5. In the "Filter Criteria" section, pick "Sample ID" "Contains" and your jj#
6. Hit "Apply" button. You will then see only your tests that need to be approved.
7. Select "Review Complete" for each sample and "save". The test should disappear from the screen.

Supervisor Action	Reportable	Sample ID	Tester*	Sampler	Contract ID	Lab Ref Number	Material Code	Test Description	Test Number	Test Status
	<input checked="" type="checkbox"/>	CNj07049165A142807	jj07049 - Moffitt, Mary	jj07049			903.03.015	T11 - Materials Finer Than 75-µm Sieve	1	40 - Test C
	<input checked="" type="checkbox"/>	CNj07049165A150138	jj07049 - Moffitt, Mary	jj07049			903.01.004	T11 - Materials Finer Than 75-µm Sieve	1	40 - Test C
	<input checked="" type="checkbox"/>	CNj07049165A151213	jj07049 - Moffitt, Mary	jj07049			903.03.015	T11 - Materials Finer Than 75-µm Sieve	1	40 - Test C
	<input checked="" type="checkbox"/>	CNj07049165A151213	jj07049 - Moffitt, Mary	jj07049			903.01.004	T27 - Sieve Analysis of Fine and Coars	1	40 - Test C
	<input checked="" type="checkbox"/>	CNj07049165A151213	jj07049 - Moffitt, Mary	jj07049			903.03.015	T11 - Materials Finer Than 75-µm Sieve	1	40 - Test C
	<input checked="" type="checkbox"/>	CNj07049165A151213	jj07049 - Moffitt, Mary	jj07049			903.03.015	T27 - Sieve Analysis of Fine and Coars	1	40 - Test C

8. Once all your tests have been reviewed, you need to open the "Review Sample" window.
9. In the "Filter Criteria" section, pick "Sample ID" "Contains". Enter your jj# and click apply.
10. Put a check in the "Authorize box", select either completed or failed from the "Sample Status" dropdown. NOTE: If check box & other data did not load, from "File" in the top left corner of the window, select "Refresh".

Authorize	Approve Only	Acceptance Method *	Sample Status *	Send Test Back To Lab	Sample ID	Test Status*	Cont	Lab Ref Number	Test Method	Test Description	Sampler
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Verification	COMP - Completed	<input type="checkbox"/>	jj01389166L095501	60 - Test Approved by L		16P9925	A370	A370 - Mechanical Testing of S	jj01389
<input type="checkbox"/>	<input type="checkbox"/>	Verification	FAIL - Failed	<input type="checkbox"/>	jj01389166L100148	60 - Test Approved by L		16P9926	A370	A370 - Mechanical Testing of S	jj01389
<input type="checkbox"/>	<input type="checkbox"/>	Verification	VOID - Voided	<input type="checkbox"/>	jj01389166L101007	60 - Test Approved by L		16P9927	A370	A370 - Mechanical Testing of S	jj01389
<input type="checkbox"/>	<input type="checkbox"/>	Verification	CNTR - Completed, with No Test R	<input type="checkbox"/>	jj01389166L101115	60 - Test Approved by L		16P9928	A370	A370 - Mechanical Testing of S	jj01389
<input type="checkbox"/>	<input type="checkbox"/>	Verification	FLIP - Failed, but Left in Place	<input type="checkbox"/>	jj01389166L101242	60 - Test Approved by L		16P9929	A370	A370 - Mechanical Testing of S	jj01389
<input type="checkbox"/>	<input type="checkbox"/>	Verification		<input type="checkbox"/>	jj01389166L101316	60 - Test Approved by L		16P9930	A370	A370 - Mechanical Testing of S	jj01389

